

EFFECTIVE

November 1, 2017.

Subject(s)

1. Changes in supervisory case monitoring procedures.
2. Change in computer system from the Adult Services Comprehensive Assessment Program (ASCAP) to the Michigan Adult Integrated Management System (MiAIMS).
3. Changes in the Adult Protective Services (APS) risk assessment related to MiAIMS implementation.
4. Changes in the APS service plan, now the plan of care related to MiAIMS implementation.

**1) Supervisory
Case Monitoring****ASM 205**

APS supervisors must monitor new APS cases monthly targeting compliance with standards of promptness (SOP). Monitoring is completed utilizing the AS-010, APS Standard of Promptness, report and the AS-020, APS Monthly Ongoing SOP report.

Field Operations Administration (FOA) has developed case reading procedures that are outlined in FOA Memo 2017-09. APS supervisors will conduct all case reads utilizing a modified version of the DHS-4479, Adult Protective Services Case Reading Report.

Reason: SOP reports are available monthly through MiAIMS and FOA has developed new case reading procedures to ensure compliance with APS policy.

**2) Michigan Adult
Integrated
Management
System (MiAIMS)****ASM 205**

All references to ASCAP in this manual item have been updated to MiAIMS.

**3) APS Risk
Assessment (RA)****ASM 205**

The APS risk assessment has changed due to the implementation of MiAIMS. The RA will assist in evaluating client risk of harm based on elements of the following case factors: client, environment, support network, caregiver(s), and perpetrator(s).

The elements under each case factor will be evaluated on the following scale:

- **N - Not applicable:** Does not apply to the client's situation.
- **INS - Insufficient:** APS is not able to access/evaluate.
- (1) No Risk: Client is living in a safe and stable environment.
- (2) Low Risk: Circumstances that caused the risk are not likely to recur or to escalate in severity.
- (3) Moderate Risk: There is a possibility that the risk will escalate and the area of concern warrants attention.
- (4) High Risk: Risk is severe and places the client in danger.

Each element of the RA that is scored as moderate or high risk will populate to the APS Plan of Care.

**4) APS Plan of
Care (POC)****ASM 205**

The APS service plan is now called the Plan of Care (POC). The APS worker is to develop the POC with the client and/or their legal representative, to the extent the client is able and willing to participate.

The POC must include issues and/or areas of concern, identified actions steps needed to reduce or alleviate risk of harm, identify the individual(s) and/or agency(s) responsible for the action step(s) and status/progress of the action step(s).

The signature of the client or their legal representative is only required if the client or their legal representative chooses to accept services or resources offered through the POC. APS workers must

not request the client's signature if the APS worker believes that the client is unable to understand the POC due to cognitive or other limitations.

Updates to the POC are completed in MiAIMS whenever new areas of concern or needs are identified or when there are significant developments affecting the POC.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

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